



Figure 1-62: Stamp Process

6. The document is now signed and can be accessed anytime from the Existing Authorizations.

Note: Documents are kept in GovTrip for six years, three months for audit purposes.

2.9.4 Trip Compare

The Trip Compare feature allows the user to compare two documents side-by-side. In order to utilize trip compare, the user must have at least two created documents. To access Trip Compare from within a document, select **Review & Sign** on the sub-navigation bar, then **Trip Compare**. This will bring the user to a list of active documents.

Chapter 2: Authorization

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Trip Compare

Select from the following trips to compare to this Authorization.

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Available Authorizations

Document Name	Departure Date	Departure Status	Compare Authorization
BBMONTREALCAN072809_A01	07/28/2009	CREATED	Compare
BBTALLAHASSEE081409_A01	08/14/2009	ADJUSTED	Compare
BBDALLASDALLA092809_A01	09/28/2009	ADJUSTED	Compare
BBWEYERSCAVEV100309_A01	10/03/2009	CREATED	Compare
BBCHINCOTEAGU101009_A01	10/10/2009	ADJUSTED	Compare
BBVICTORIACAN102609_A01	10/26/2009	CREATED	Compare
BBYUMACOUNTYA110909_A01	11/09/2009	CREATED	Compare
BBSANDUSKYOH030810_A01	03/08/2010	CREATED	Compare
BBWEYERSCAVEV032910_A01	03/29/2010	CREATED	Compare
BBGORMANCA022210_A01	04/05/2010	ADJUSTED	Compare
BBWAYNEMEO42610_A01	04/26/2010	SIGNED	Compare
BBANNARBORHI051710_A01	05/17/2010	SIGNED	Compare
BBLIVINGSTONMD060710_A01	06/07/2010	CREATED	Compare
BBMIAMIDAECCO071910_A01	07/19/2010	ADJUSTED	Compare

Figure 1-63: List of Documents to Compare

Select the document for comparison to the current authorization. This will bring up the information for both documents side-by-side and comparison can occur.

Compare Trip

Review the details for the trips below.

Overall Starting Point Time Zone: EST (06)
For AUTH - BBTOPEKAKS080210_A01**Itinerary:** Leave From: RES: FAIRFAX, VA
Leave: 02-Aug-10**LOCATION 1 - TOPEKA,KS Time Zone: CST (07)**
For AUTH - BBTOPEKAKS080210_A01**Itinerary:** Leave From: RES: FAIRFAX, VA
TDY Location: TOPEKA,KS
Arrive: 02-Aug-10
Leave: 06-Aug-10**Rental Car:** Company: Hertz - Economy Car
Cost: \$189.45
Location: PWM - Portland, Me (Usa)
Pick-Up: 02-Aug-10 9:00AM
Drop-Off: 06-Aug-10 5:00PM
Method of Reimbursement: GOVCC**Lodging:** Name: RAMADA INN - DOWNTOWN
Cost: \$70.00 / Night
Check-In: 02-Aug-10 1:00PM
Check-Out: 06-Aug-10 12:00AM
Method of Reimbursement: GOVCC**Overall Starting Point Time Zone: EST (06)**
For AUTH - BBMIAMIDADEC071910_A01**Itinerary:** Leave From: RES: FAIRFAX, VA
Leave: 19-Jul-10**LOCATION 1 - MIAMI-DADE COUNTY,FL Time Zone: EST (06)**
For AUTH - BBMIAMIDADEC071910_A01**Itinerary:** Leave From: RES: FAIRFAX, VA
TDY Location: MIAMI-DADE COUNTY,FL
Arrive: 19-Jul-10
Leave: 23-Jul-10**Air Travel:** Carrier: United Airlines Inc. (UA)
Flight: 7599
Depart: IAD-Washington, Dc (Usa) (Dulles Apt)
19-Jul-10 12:32PM
Arrive: MIA-Miami, Fl (Usa) (Miami Int L. Apt)
19-Jul-10 3:11PM
Method of Reimbursement: GOVCC**Air Travel:** Carrier: United Airlines Inc. (UA)
Flight: 7593
Depart: MIA-Miami, Fl (Usa) (Miami Int L. Apt)
23-Jul-10 8:45AM
Arrive: IAD-Washington, Dc (Usa) (Dulles Apt)
23-Jul-10 11:15AM
Method of Reimbursement: GOVCC**Rental Car:** Company: Thrifty Rent-A-Car - Economy Car
Cost: \$138.83
Location: MIA - Miami, Fl (Usa) (Miami Int L. Apt)
Pick-Up: 19-Jul-10 4:00PM
Drop-Off: 23-Jul-10 8:00AM
Method of Reimbursement: GOVCC**Lodging:** Name: DOUBLETREE MIAMI MART AI
Cost: \$117.00 / Night